



HOW TO OBTAIN A PERMIT FOR Private Utilities

City of San Diego
Development Services Department
1222 First Avenue, MS 401, San Diego, CA 92101-4101

INFORMATION
BULLETIN
182

January 2017

This Information Bulletin covers the procedure for obtaining a permit to install private underground domestic water and sewer. A separate grading permit may be required for installation of Private Storm Drains. For Private Fire Service and Hydrants, see Information Bulletin 181 "Private Underground Fire Service and Hydrants".

A separate plumbing permit is required for installation of all private underground domestic water and sewer when proposing to serve more than one building when it is not part of a Public Right of Way permit. Single buildings connected to a public main do not require a separate plumbing permit.

Terms used in this Information Bulletin:

Private Water is a privately maintained water system between the public water meter and building(s).

Private Sewer is a privately maintained sewer system between building(s) and the Public Right of Way clean out.

Private Fire Hydrant or Service is a privately maintained water system serving a private fire system between the backflow and building(s).

Private Storm Drains are privately maintained storm drain system on private property up to public clean out (shown on engineering drawings). See Project Submittal Manual Section 3 for requirements.

I. REQUIRED REVIEWS

The plans will be reviewed by DSD Water/Sewer and Mechanical disciplines for compliance with current codes.

II. SUBMITTAL REQUIREMENTS

The following plans and documents shall be provided when applying for a private water or sewer system Plumbing permit.

A. Forms

Provide one copy of the completed General Application (DS-3032).

Documents referenced in this Information Bulletin

- General Application, [DS-3032](#)
- Project Submittal Manual, [Section 3](#)
- [Information Bulletin 113](#), Cross-Connection Control
- [Information Bulletin 120](#), Project Inspections
- [Information Bulletin 165](#), Standard Public Improvements
- [Information Bulletin 166](#), Water, Sewer & Fire Service
- [Information Bulletin 181](#), Private Underground Fire Service & Hydrants
- [Information Bulletin 501](#), Fee Schedule Construction Permits-Structures

B. Plans

Provide three copies of the utility site plan showing the following information:

1. Provide associated building or grading permit number.
2. Detailed scope of work (ie: Installation of private underground water service serving 12 single dwelling units). Include all buildings being served by this underground utility.
3. Property line dimensions and any easements.
4. Limit of work.
5. Identify which portions of the system were designed in accordance with [Water Design Guide](#) (for water), [Sewer Design Guide](#) (for sewer) or California Plumbing Code (water and sewer).
6. Clearly define Existing and Proposed public and private utilities applied for under this permit or separate permit.

7. Indicate location, pipe sizes, slope, V. connection(s), and material of piping.

8. Show calculation for sizing of water and sewer piping.

9. Depth of cover.

10. Show Sewer Clean out size and locations.

11. Show Sewer Manhole locations.

12. Separate drawing with cross section and elevation.

III. OTHER REQUIREMENTS

A. Connection to the City's water or sewer mains requires a separate right-of-way permit. See Information Bulletin 166 "How to Obtain a Permit for Water, Sewer or Fire Service".

B. The installation of a cross-connection control device on all water services must be in accordance with Information Bulletin 113, "How to Obtain Approval for Cross-Connection Controls".

VI. FEES

The following fees are required to be paid prior to review unless otherwise indicated below. For your convenience, DSD offers [online payment](#) through OpenDSD. Payment may also be made in person by cash, check, ATM card, Visa or MasterCard. Checks shall be in the exact amount, drawn on US banks, and made payable to the "City Treasurer." Due to space constraints, we are unable to store submitted plans awaiting fee payment.

Mapping Fee.....\$10

Plan Review per Discipline\$201/hour

Inspection fees are due when the permit is issued:

Records Fee.....\$20

Inspection:

First 100 linear feet.....\$252

Each additional 10 feet.....\$23

OPTIONS FOR SERVICE

Plans must be submitted for review as a walk in, or with an appointment, to make an appointment for your submittal call 619 446-5300. Check in on the 3rd floor of the Development Services Center located at 1222 First Avenue. Express Plan Check may be available, see Information Bulletin 501 "Fee Schedule Construction Permits – Structures" for Express fees.

VI. INSPECTIONS

Inspections are required for all installations of private water and sewer. It is the responsibility of the permit holder to schedule the following inspections.

A. Private Sewer

1. Visual inspection of material, size, grade, slope, alignment, clean outs, changes of direction.
2. The sewer shall be tested in its entirety with either a low pressure air test after all piping has been concealed or by a water test with all piping exposed.
3. Final inspection shall have all cleanouts extending flush with paving and manhole covers set in place.

B. Private Water

1. Visual inspection for material, size, bedding, thrust blocks, depth.
2. The underground water shall be hydrostatically tested; center loading is permissible with all fittings exposed for inspection.
3. Disinfection of Potable Water System shall comply per California Plumbing Code, the report shall be submitted prior to final inspection.
4. Final inspection shall have the private water service pressurized by city water pressure, shut off valves shall be made accessible.